WESS

Module 5

Creating and Using HAZREP Templates

What is a Report Template?

- Report Templates are Pre-established "Forms" for each type of report that must be submitted on a recurring basis.

    - Allows a user to create a report that can be re-used with the default data populated and stored in the template.

    - Creating a report from a template limits data entry to those data elements that are unique to the event.

- Why Use a Template? Templates enhance and simplify the reporting process by reducing the time necessary to enter an event, by eliminating the entry of repetitive data.

    - Templates may be established for any reason the user desires – Reports may be set up by HAZREP type, activity involved, location, etc.

Uses for a Report Template

- Report Templates can be used for routinely reported hazards.

    - All UIC information can be entered in the template.

    - Point of Contact name, phone number, etc. can be entered.

- Even a completed report can be saved as a template before that report is sent if you anticipate having to send a similar report in the future.

    - Make sure that when using a template new information is entered and old information is changed.

    - Remember - your template is limited to the logic - if you answer questions differently you may get offered more or different questions.

    - For example, if your template is for an enlisted member and

WARNING!!!

 If you create multiple templates:

   Do not use a template of one flavor to create a different flavored template (e.g. using a BASH hazrep template to create a template for an OOCF hazrep). You will create erroneous data in your new template and confuse yourself (and WESS!)

   For additional templates, start from scratch and use the proper type of hazrep from the start

Creating a Template

After Login, the first WESS User Environment screen is displayed.

Creating a Report Template begins the same way that you would report an actual HAZREP.

Click "Create New Report" to begin.

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports -

WESS
Naval Safety Center

Activities
- 🗂 Class A/B Notification
- 🗂 Create New Report
- 🗂 Create From Template
- 🗂 Maintain Account
- 🔍 Search/Edit Submitted Reports
- 🔱 Notifications
- 🗂 BASH
- 🗂 Feedback Form
- 🗂 Return Home
- 🗂 OSHA 300 Equiv. Log
- 🗂 Logout

Data Retrieval (JReport)
- :Pre-formatted Reports
- :Custom Reports

My Draft Reports (1) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) | Notifications (7) | Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (?)

▶ Help

My Draft Reports

Delete	Serl#	Date	Description
☐	1116270079363	2 May 2005	hornet embland

Select the Type of Report

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Report Type

▶ Help

WESS Naval Safety Center

Activities

- 📇 Class A/B Notification
- 📁 Create New Report
- 📁 Create From Template
- 📇 Maintain Account
- 🔍 Search/Edit Submitted Reports
- ⓘ Notifications
- 📇 BASH
- 📇 Feedback Form
- 📇 Return Home
- 📄 OSHA 300 Equiv. Log
- 📁 Logout

Data Retrieval (JReport)
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Not for Aviation 3750 Mishap Reporting

Choose report type
- ○ 5102 Mishap
- ○ 5102 Hazard
- ● 3750 Hazard
- ○ Don't know, guide me

[Reset]

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Next]

Select the type of Report Template to design by clicking the radio button.

Click "Next"

Select the Mishap Characteristics

Type of Hazard

* Type of Hazard
- ⦿ HAZARD - GENERAL
- ○ HAZARD - BIRD/ANIMAL STRIKE
- ○ HAZARD - NEAR MID-AIR
- ○ HAZARD - PHYSIOLOGICAL EPISODE
- ○ HAZARD - EMBARKED LANDING
- ○ HAZARD - AIR TRAFFIC CONTROL
- ○ HAZARD - EMI
- ○ HAZARD - OOCF
- ○ HAZARD - UAV

[Reset]

* Intent for Flight ⦿ Yes ○ No [Reset]

Does this report need Endorsement? [Yes ▾]

* Indicates required field must be entered before moving to next screen

[Back] [Next]

The **Hazard Type** is noted by radio buttons. Pick the one that you wish to apply to this template.

e.g., HAZARD - GENERAL

Click "Next"

Saving a Template

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WESS Naval Safety Center

Type of Hazard

Activities

- BASH
- Save as template
- Share report
- Return home
- Generate PDF
- Generate Injury Log
- Feedback Form
- OSHA 300 Equiv. Log
- Logout

Data Retrieval (JReport)
- ·Pre-formatted Reports
- ·Custom Reports
- My Report
  - ⊞ 🗀 General Information
  - 🗋 Aircraft
  - 🗋 Involved Persons
  - 🗋 Involved Factors
  - 🗋 Validate
  - ⊞ 🗀 Routing Information
  - ⊞ 🗀 Manage My Report

* Type of Hazard
- ⦿ HAZARD - GENERAL
- ○ HAZARD - BIRD/ANIMAL STRIKE
- ○ HAZARD - NEAR MID-AIR
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- ○ HAZARD - EMI
- ○ HAZARD - OOCF
- ○ HAZARD - UAV

[Reset]

* Intent for Flight ⦿ Yes ○ No [Reset]

Does this report need Endorsement? [Yes ▾]

* Indicates required field must be entered before movin[g] ... [N]ext

Users may access other data points in the HAZREP template by clicking directly in the report directory tree at lower left.

Recurring data entries, such as POC, squadron info, location, etc., may be entered into the template.

For demonstration purposes, to save the Template now,

Click on "Save as template" in the activities list at left.
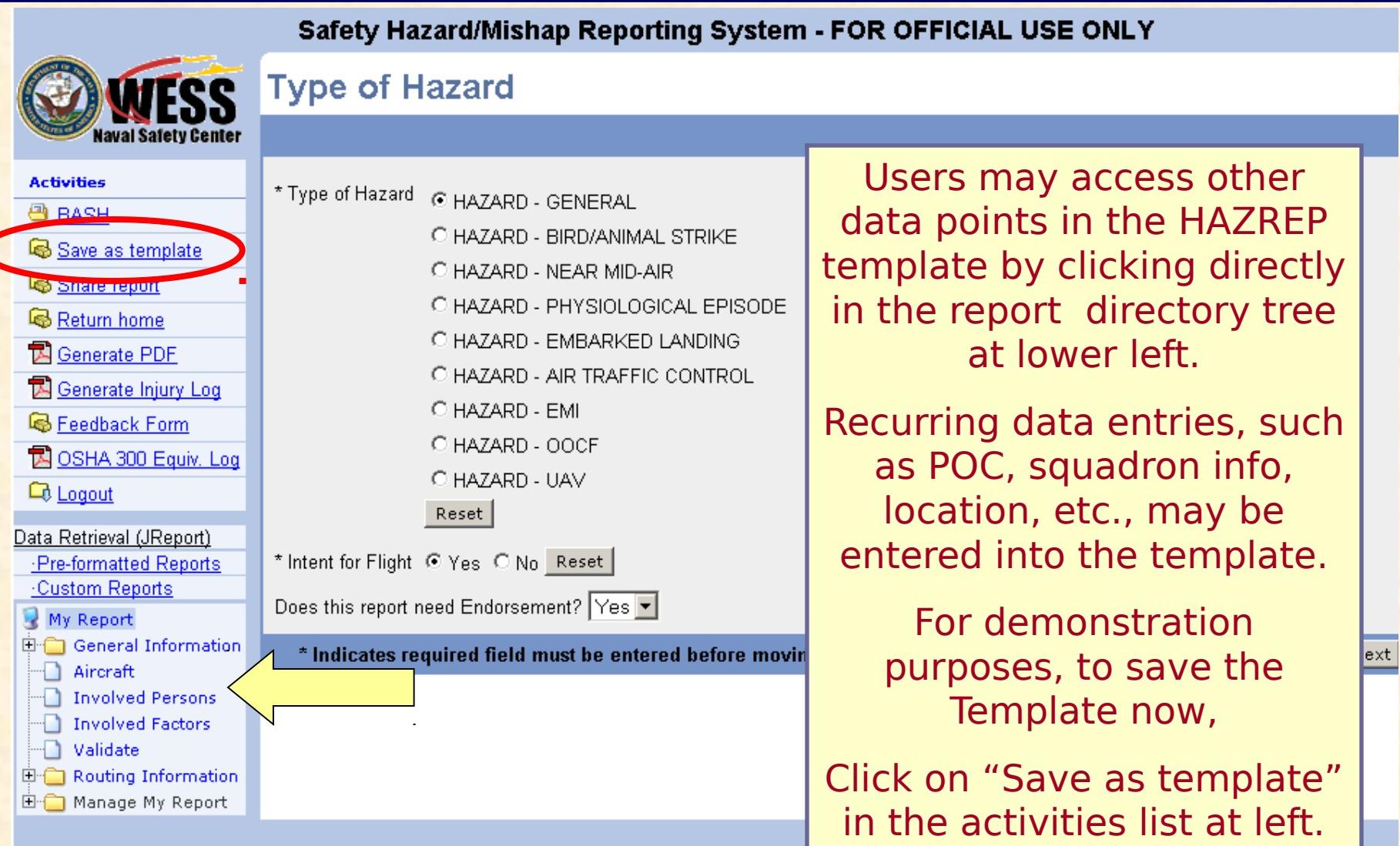
Name & Save the Template

Please enter the name of the template

▶ Help

Activities

- BASH
- Save as template
- Share report
- Return home
- Generate PDF
- Generate Injury Log
- Feedback Form
- OSHA 300 Equiv. Log
- Logout

Template name: ground injury

* Indicates required field must be entered before moving to next screen

Back   Next

Enter a Unique Name for this Report Template, reflecting its intended purpose.

Click "Next" to Save the Template and Return to the Main User Environment.

Creating a Report from A Template

At the WESS User Environment screen, Click on "Create from Template"

A Template Menu screen will appear next.

Using the template for entering a report allows faster entry and reduces repetitive entries.

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports -

Activities
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- Logout

Data Retrieval (JReport)
- Pre-formatted Reports
- Custom Reports

My Draft Reports (4) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0)
Rejected by NAVSAFECEN (0) | Routed for My Review (4) | Endorsements Needed (?)

My Draft Reports

Delete	Serl#	Date	Description
☐	1115039140178	1 May 2005	ATC
☐	1115390251414	3 May 2005	maint injury
☐	1115318240943	3 May 2005	ground injury
☐	1115299615621	3 May 2005	helo embland
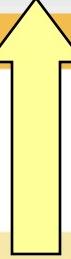
Select a Template

The new ground injury HAZREP template is now displayed in the Template Menu along with others already created.

To report a ground injury event, select the template and click "Next". Using this template, the static information is already in place. Only the data unique to the event must be entered.